

#### **DEPARTMENT OF THE NAVY**

PERSONNEL SUPPORT ACTIVITY
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 7220.5C CH-1 Code N3 30 January 1995

#### PERSUPPACT SAN DIEGO INSTRUCTION 7220.5C CHANGE TRANSMITTAL 1

Subj: TRAVEL CLAIM PROCESSING FOR PCS, TEMADD (TAD/TDY) AND

TRAVEL CLAIMS FOR AT/ADT (ACDTRA)

Encl: (1) Travel Claim Check — List

1. Purpose. To transmit change 1 to the basic instruction.

### 2. Action

a. On page 7 of the basic instruction, add new subparagraph
7.m:

"m. To avoid common errors and oversights when settling PCS/TEMDU/TEMADD/AT/ADT travel claims, travel voucher examiners will complete a copy of enclosure (5), 'Travel Claim Check—List,' for each travel claim submitted."

- b. On enclosure (4) to the basic instruction, at the top of the travel claim processing work flow chart, next to "LOG" add "3. APPEND TRAVEL CLAIM CHECK—LIST."
- c. Insert enclosure (1) to the basic instruction as new enclosure (5).
- 3. <u>Cancellation</u>. When the basic directive is superseded by a revision, or otherwise canceled.

M. Hayes

Distribution:

PERSUPPACTSANDIEGOINST 5216.1H List II

# TRAVEL CLAIM CHECK-LIST

(Applies to DD Form 1351-2, Oct 91)		
TRAVELERS NAME	TRAVEL ORDER NUMBER	COMMAND/ACTIVIT
/ ORIGINAL AND 2 COPIES	S OF ENDORSED TRAVEL ORDERS	
	ost Original" orders if applicable.	
	ding availability of government messing 8	k berthing.
	ing/detaching endorsements.	ŭ
✓ ORIGINAL AND 2 COPIES	S OF ALL RECEIPTS ATTACHED TO CLA	MIM
□ Lodging (hotel, motel,		□ Parking.
□ Commercial Airline Ticl		-
□ Any miscellaneous exp		
NOTE: In the event of lost origin	al receipts, the traveler must prepare and	sign a "lost original receipt"
statement and file original and tw	vo copies with travel claim. Photo copy o	f receipts required for rental
car, lodging, registration fees, ar	nd airline tickets must be filed with the tr	avel claim.
✓ ARE NAME, RANK/RATE	, SSN, COMMAND AND MAILING ADDR	ESS LEGIBLE?
✓ IF TRAVEL ADVANCE WA	AS RECEIVED, INDICATE AMOUNT; DO\	NO.; DATE AND PLACE
PAID.		
	BLOCK 150) COMPLETELY FILLED OUT?	i.e. Dates, Times, Locations,
Reasons for Stops and mode of		
✓ REIMBURSABLE EXPENS		
	licated (include (BEQ/BOQ charges).	
□ Taxi fares (receipts req	quired for fares over \$25.00).	Il not be made)
□ Rental car receipt (mus	st be authorized on orders or payment wi	n not be made/.
☐ Rental car gas receipts	(receipt <u>must</u> show city and state where avel ( <u>must be authorized on orders</u> or pay	ment will not be made)
Commercial airling ticks	et (must be authorized on olders of payers) et (must include a copy of A/L ticket with	fare info and cost). Orders
must authorize travel	at own expense subject to reimbursemen	nt at GTR/Government cost
rate.	at own expense subject to remisure	
□ Registration fee (must	be authorized on orders). Only portion o	f fee which excludes meals,
refreshments, is reimb	ursable. Orders should state which meal	s are included in fee.
✓ POC OWNER/OPERATOR	R OR PASSENGER BLOCK CHECKED? (B	lock 18)
☐ If owner/operator not o	checked, no reimbursement will be made	<ul> <li>miles must be stated in</li> </ul>
itinerary.		
✓ LONG DISTANCE TELEPH	HONE CALLS? (Block 20)	
Civilian travellers requi	ire signature of immediate senior.	
	re signature of Commanding Officer or de	signated officer. (Additional
specific itemized inform		
	which conversation was held.	
2. Date the call w		
3. Amount paid fo		
4. Statement that	the call was on official business.	

□ Signed?

✓ SIGNATURE AND DATE IN INK? (Block 20) □ Dated?

### TRAVEL CLAIM CHECK-LIST

(Applies to DD Form 1351-2, Oct 91)

TRAVELERS NAME	TRAVEL ORDER NUMBER	COMMAND/ACTIVIT		
	OF ENDORSED TRAVEL ORDERS			
	est Original" orders if applicable.			
<ul> <li>Orders endorsed regardi</li> </ul>	ing availability of government messing &	berthing.		
Obtained proper reporting/detaching endorsements.				
✓ ORIGINAL AND 2 COPIES OF ALL RECEIPTS ATTACHED TO CLAIM				
<ul> <li>Lodging (hotel, motel, B</li> </ul>		Parking.		
Commercial Airline Ticket				
Any miscellaneous expe				
NOTE: In the event of lost original receipts, the traveler must prepare and sign a "lost original receipt"				
statement and file original and two copies with travel claim. Photo copy of receipts required for rental				
car, lodging, registration fees, and airline tickets must be filed with the travel claim.				
✓ ARE NAME, RANK/RATE, SSN, COMMAND AND MAILING ADDRESS LEGIBLE?				
	S RECEIVED, INDICATE AMOUNT; DOV	NO.; DATE AND PLACE		
PAID.				
✓ IS ITINERARY SECTION (BLOCK 150) COMPLETELY FILLED OUT? i.e. Dates, Times, Locations,				
Reasons for Stops and mode of travel.				
✓ REIMBURSABLE EXPENSES (Block 16)				
Amount for lodging indicated (include (BEQ/BOQ charges).				
· · · · · · · · · · · · · · · · · · ·	ired for fares over \$25.00).			
<ul> <li>Rental car receipt (<u>must be authorized on orders</u> or payment will not be made).</li> </ul>				
<ul> <li>Rental car gas receipts (receipt <u>must</u> show city and state where purchased).</li> </ul>				
	vel (must be authorized on orders or pay			
	(must include a copy of A/L ticket with			
	own expense subject to reimbursemen	t at GTR/Government cost		
rate.		for and take and advanced a		
□ Registration fee ( <u>must be authorized on orders</u> ). Only portion of fee which excludes meals,				
refreshments, is reimbursable. Orders should state which meals are included in fee.				
✓ POC OWNER/OPERATOR OR PASSENGER BLOCK CHECKED? (Block 18) □ If owner/operator not checked, no reimbursement will be made — miles must be stated in				
itinerary.	ecked, no reimbursement will be made	— Illies illust be stated ill		
✓ LONG DISTANCE TELEPHO	ONE CALLS? (Block 20)			
	e signature of immediate senior.			
	signature of Commanding Officer or des	ignated officer (Additional		
specific itemized information	•	ignated officer. (Additional		
•	which conversation was held.			
2. Date the call was				
	3. Amount paid for each call.			
4. Statement that the call was on official business.				
✓ SIGNATURE AND DATE IN				
□ Signed? □ Dated?	,			

# TRAVEL CLAIM CHECK-LIST

(Applies to DD Form 1351-2, Oct 91)

TRAVELERS NAME	TRAVEL ORDER NUMBER	COMMAND/ACTIVIT		
✓ ORIGINAL AND 2 COPIES	OF ENDORSED TRAVEL ORDERS			
□ Attach statement of "Lo	st Original" orders if applicable.			
Orders endorsed regardi	ng availability of government messing &	berthing.		
☐ Obtained proper reporting/detaching endorsements.				
✓ ORIGINAL AND 2 COPIES OF ALL RECEIPTS ATTACHED TO CLAIM				
□ Lodging (hotel, motel, BEQ/BOQ) □ Taxi □ Rental Car □ Parking.				
Commercial Airline Ticke	et/PNR   Registration Fees Receipt.			
Any miscellaneous expe	nditure over \$25.00.			
	I receipts, the traveler must prepare and			
statement and file original and two	copies with travel claim. Photo copy o	f receipts required for rental		
car, lodging, registration fees, and airline tickets must be filed with the travel claim.				
✓ ARE NAME, RANK/RATE,	SSN, COMMAND AND MAILING ADDR			
✓ IF TRAVEL ADVANCE WA	S RECEIVED, INDICATE AMOUNT; DOV	NO.; DATE AND PLACE		
PAID.				
✓ IS ITINERARY SECTION (BLOCK 150) COMPLETELY FILLED OUT? i.e. Dates, Times, Locations,				
Reasons for Stops and mode of travel.				
✓ REIMBURSABLE EXPENSES (Block 16)				
Amount for lodging indicated (include (BEQ/BOQ charges).				
	ired for fares over \$25.00).			
	be authorized on orders or payment wil			
<ul> <li>Rental car gas receipts (receipt <u>must</u> show city and state where purchased).</li> </ul>				
	vel ( <u>must be authorized on orders</u> or pay			
	(must include a copy of A/L ticket with			
must authorize travel at	own expense subject to reimbursemer	nt at GTR/Government cost		
rate.				
☐ Registration fee (must be authorized on orders). Only portion of fee which excludes meals,				
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·	ecked, no reimbursement will be made	- miles must be stated in		
itinerary.	ONE OALLOS (Block OO)			
✓ LONG DISTANCE TELEPHO				
	e signature of immediate senior. e signature of Commanding Officer or des	signated officer (Additional		
		signated officer. (Additional		
specific itemized informa 1. Points between v	which conversation was held.			
2. Date the call was				
<ol> <li>Amount paid for each call.</li> <li>Statement that the call was on official business.</li> </ol>				
✓ SIGNATURE AND DATE IN INK? (Block 20)				
□ Signed? □ Dated?	•			
E.g.iou. = Butou.				